

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
Consumer Protection Inspector (Occupational Trades)
TRADE PRACTICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 106777

Hours: 40 Hours / Week

Salary: AR 21 / \$57,997 - \$73,242 annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: April 25, 2014

Position Description: Anticipated duties of this Consumer Protection Inspector (Occupational Trades) position within the Trade Practices Division of the Department of Consumer protection include, but are not limited to; Inspect worksites in an occupational trades area (e.g. electrical, plumbing and piping, heating and cooling, electronic repair service) to ensure compliance with licensing laws and regulations; investigate assigned accidents and complaints concerning engaging or practicing work or occupations for which a license is required, standard trade practices; gather information and write reports; provide information on licensing, laws, regulations and related topics to individuals or groups; may testify at hearings and in court; may assist in performing inspections in other regulated areas; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED / KNOWLEDGE SKILL AND ABILITY: Knowledge of standard trade practices and system installations within trade area (e.g. electrical, plumbing and piping, heating and cooling, elevator installations and repair, electronic and fire protection systems); ability to analyze an installation for compliance with blueprints and building codes.

Preferred Skills: Written and oral communication skills; experience gathering information and writing inspection reports; experience interviewing employees, witnesses and customers to determine the cause of an accident or complaint.

Eligibility Requirement: Candidates must have applied for and passed the Consumer Protection Inspector (Occupational Trades) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Special Requirement:

1. Incumbents in this class must possess a current license at or above the level of unlimited journeyman in one of the appropriate trade areas OR be a current service dealer OR be a certified electronic technician.
2. Incumbents in this class may be required to travel (in and out of state).
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Working Conditions: Incumbents in this class may be required to lift heavy objects such as cases of food, bags of flour or cartons of manufactured goods, exposed to moderately disagreeable conditions and required to work in tiring positions.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter which states their interest and suitability for the position and whether they are on a current Consumer Protection Inspector (Occupational Trades) exam list or hold the title; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-2968(preferred method)
Email: linda.shackett-blue@ct.gov

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.